

# **Terry Husseman Sustainable Schools Awards**

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## **Instructions and Application Packet School Year 2002-2003**



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Department of Ecology  
Solid Waste and Financial Assistance Program

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## **Acknowledgements**

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using vegetable-based ink.**

## Background

One of the most critical issues that will face the children we teach will be the quality of the world they inherit. A school that both teaches and practices environmentally sustainable behavior will offer children and the local community important role models for creating a healthier world.

In practice, however, other education priorities have made it very difficult for teachers and schools to take on these responsibilities. Sometimes there is only one teacher in a school willing to take on these extra tasks and responsibilities. Without further support this teacher often finds the process a losing battle. However, teaching sustainability principles need not be a separate academic course. In fact, sustainability as an overriding principle integrates into all studies.

Ecology rewards schools that embrace these principles of sustainability through the Terry Husseman Sustainable Schools Awards Program. Ecology also has staff across the state prepared to assist schools with these principles and waste reduction and recycling programs. Ecology staff can help schools perform waste audits and find the resources to develop school or district-wide sustainability programs.

The awards are named after Terry Husseman, the deputy director of the Department of Ecology for many years. He was a tireless advocate of waste reduction and recycling efforts and the environmental education going on in our schools.

Unfortunately, Terry passed away several years ago. If Terry were here today, he would not only congratulate you and encourage you to continue with your current efforts, he would also ask that you think about sustainability.

## Guiding Principles of Sustainability

As used in relation to the economy and the environment, sustainability means meeting the needs of the present without compromising the ability of future generations to meet their own needs. It indicates the goal of a sustainable quality of life for all of us, now and in the future. Ecology has proposed a set of eight principles to help guide our state toward sustainability.

1. There is interdependence between ecological, economic and social factors in achieving sustainability.
2. Any material can and should be looked upon as a resource, not dismissed as a waste.
3. Healthy natural systems are the basis for sustainable communities and economies.
4. Future generations should be equal partners in decision-making.
5. Local decisions have regional and global implications.
6. Incentives are necessary to create sustainable behavior.
7. Investment in the design phase of a process or product drives sustainable outcomes.
8. Human relationships and a collaborative approach lead to sustainable solutions.

# Eligibility Requirements and Program Criteria

This Award Program is open to all Washington State kindergarten through 12<sup>th</sup> grade public schools.

## Uses of Award Funds

The schools that receive awards are encouraged, but not required, to reinvest their cash award back into their sustainability program.

## Award Amounts

Grant amounts vary by award category. The smallest award is to be no less than \$500 and the largest no higher than \$5,000. See the chart “School Award Categories, Goals, & Criteria” on the following page for amounts by category.

## Award Categories, Goals, & Judging Considerations

There are three award categories that schools can apply for:

### 1. Sustainable School Program

To apply for this category a school must demonstrate at least one of the following elements including, but not limited to, the following five areas. Generally, a school that exhibits more of these elements will increase its chances of winning an award.

- **Resource/Energy Conservation**

Recycling, material reuse, alternative energy (greenhouse, solar or wind-generated power), rain barrels, storm drain ponds, low-flow toilets, xeriscape (drought-resistant landscaping), procurement policies (requiring purchase of items with recycled content), and closed-loop systems.

- **Biological Diversity**

Habitat restoration (wetlands, forest, desert, etc.) and native plant propagation.

- **Waste and Toxicity Reduction**

Composting (food, lawn clippings, paper), elimination or reduction of pesticides and herbicides, use of nontoxic cleaning supplies, prevention or elimination of waste at the point of generation, and reduced use of chemicals in science labs, photography labs, and craft rooms.

- **Social Harmony**

Student cooperation to create programs that directly benefit their entire school or community. Student development of activities involving the public that provide

opportunities for them to partner with businesses and public groups working on environmental, social, and economic issues.

- **Health and Wellness**

Modeling of healthy food choices and exercise; creation of an environment safe from harmful substances for student activities and work.

## **2. Seed Award**

The intent of this category is to encourage schools to take the steps necessary to embrace all five areas of sustainability. Funding is provided for initial start-up costs of basic sustainability programs, or for improvements to programs or projects that move them closer to sustainability. Schools can apply for assistance to:

- **Purchase equipment needed for sustainability programs and educational material.**
- **Implement or expand sustainable activities.**
- **Incorporate sustainability lessons into the regular teaching curriculum, which meet the goals established by the State of Washington Environmental Learning Standards.**

## **3. Creative Environmental Curriculum**

The intent of this category is to recognize original curriculum that:

- **Introduces students, teachers, staff, & administrators to the concepts of sustainability including its social, economic, & environmental relevance.**
- **Strives to instill a sense of environmental stewardship in the students.**

See the chart “School Award Categories, Goals, & Criteria” in Appendix A for more details about each award category, goals, and judging considerations.

## **For More Information**

Schools interested in starting or improving upon their school sustainability program can find helpful information in Ecology’s “Sustainability in Public Schools How-to Manual for Implementing Sustainability in Your School,” publication number 02-07-022.

To request this how-to manual or for further information about this award program or any of the categories, contact:

Michelle Payne, School Awards Program Coordinator  
Department of Ecology  
P.O. Box 47600  
Olympia, WA 98504-7600  
(360) 407-6129 or [mdav461@ecy.wa.gov](mailto:mdav461@ecy.wa.gov)

## Application Deadline

The deadline for Awards Program applications is March 14, 2003. Application packages may be mailed, sent electronically, or hand delivered to the offices of the Washington State Department of Ecology, Solid Waste and Financial Assistance Program, P.O. Box 47600, Olympia, WA 98504-7600, Attention: Michelle Payne, School Awards Coordinator, [mdav461@ecy.wa.gov](mailto:mdav461@ecy.wa.gov).

## General Conditions

All materials submitted with the application package become the property of the Department of Ecology and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public-disclosure requirements. Effective curricula and school programs may be posted on Ecology's web site to serve as models for other schools.

The agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the application, to accept or reject any or all applications received, and/or to cancel all or part of this award solicitation at any time prior to awards deadline.

## Submittal Requirements

- Four hard copies of the complete application package. Or, one original and one disk or electronic copy (via e-mail) of the complete proposal, with all relevant documents attached.
- Electronic copy of the application package must be compatible with Microsoft Word or Adobe Acrobat 5.0.
- All materials, unless otherwise noted, are to be printed double-sided on 8.5- by 11-inch recycled-content paper.
- All costs incurred in the preparation of an application package are the responsibility of the applicant.
- Use of notebook binders is discouraged.

## Proposal Content and Organization

A complete application package must include:

- Cover page (page 13).
- No more than three pages, double-sided (a total of six, not including curriculum) for providing answers to the questions contained in the application on page 14.
- Up to three pages (for a total of six pages double-sided) of optional supporting materials (this does not apply to Creative Environmental Curriculum applicants).
- Four hard copies or one original (signed) application form and one electronic copy on diskette or compact disk or via e-mail (see above section on Submittal Requirements for further instructions).

## **Review and Ranking Process**

Award application packages will be evaluated and ranked by a panel of state and local government staff. The top-ranking application packages will be awarded first until all of the funding for the program (\$20,000) has been disbursed. During the evaluation process, a member of the panel may contact the applicant for additional information or to clarify application content, and may elect to interview applicants or do a site visit prior to making a final recommendation. However, an expression of interest by staff should not be construed as an indication of forthcoming award approval.

Panel recommendations will be presented to the Manager of the Solid Waste and Financial Assistance Program. The Program Manager will make final award selections based on panel recommendation. There is no appeal process for application packages that are not selected for award funding.

## **Evaluation Criteria and Notification**

All submitted application packages that are in compliance with the application requirements will be evaluated and rated, according to the following criteria:

- Overall submittal condition – Application is clear and comprehensible. Application package is complete, contains necessary attachments and meets other submittal requirements.
- Judging Considerations – Please see “Judging Considerations” in the chart on the following page. Be sure to refer to the correct category.
- Additional evaluation factors - Assessment of application packages also includes consideration of such issues as geographic distribution of services (i.e., distance from school to location of recycling services), demographic diversity, extent of collaborative and community support, and public education potential.

All applicants will be notified of the results of the application evaluation process and the agency decisions approximately six (6) weeks after the receipt of their application packages. For selected applicants, award funds will be distributed within eight to ten weeks.

## Appendix A

### School Award Categories, Goals, & Criteria

The award categories are structured as follows: seed money to develop the elements listed on the previous page, sustainable school awards to recognize these elements, & curriculum awards to recognize lesson plans that promote these values.

Category	Goals & Intentions	Allocations/Disbursal	Judging Considerations
<b>Seed</b>	<p>An award to encourage schools to take steps necessary to embrace the five areas of sustainability. To assist schools with costs involved in initial start-up of basic sustainability programs or improvements of programs or projects that move them closer to sustainability.</p> <p>Schools can apply for assistance to:</p> <ul style="list-style-type: none"> <li>• Purchase equipment needed for sustainability programs and educational material.</li> <li>• Implement or expand sustainable activities.</li> <li>• Incorporate sustainability lessons into the regular teaching curriculum, which meet the goals established by the State of Washington Environmental Learning Standards.</li> </ul>	<p>Up to a total of \$10,000 would be distributed in cash awards. The awards will range from \$500-\$1,500. Award allocation would be based on:</p> <ul style="list-style-type: none"> <li>• The budget request submitted by applicant.</li> <li>• The number of quality applications that meet criteria.</li> <li>• The discretion of the judges (based on budget submittal).</li> </ul>	<ul style="list-style-type: none"> <li>• Balance between those schools that are just getting started on basic recycling and waste reduction, and those that propose to incorporate more elements of the sustainability areas along with recycling and waste reduction.</li> <li>• Applicant demonstrates that funds requested will produce desired results.</li> <li>• History of the applicant's program, challenges or obstacles faced, and levels of accomplishment will be considered.</li> <li>• Applicants will be compared to schools with similar challenges (or obstacles), location (rural vs. urban), availability of local resources, and student population</li> </ul>
<b>Sustainable School</b>	<p>To recognize schools who are implementing elements of the five areas. All five areas required???</p>	<p>Up to a total of \$5,000 will be distributed in cash awards ranging from \$500 - \$5,000. Award allocation will be based on:</p> <ul style="list-style-type: none"> <li>• The number of quality applications that meet criteria.</li> <li>• The discretion of the judges.</li> <li>• It is possible for one school to win the whole amount.</li> </ul>	<ul style="list-style-type: none"> <li>• Applicants will be judged based on the number of elements and the extent to which those elements are incorporated into the school.</li> <li>• How the school provides opportunities for students and staff to be involved in the implementation of the sustainability elements above.</li> <li>• History of the applicant's program, challenges or obstacles faced, and levels of accomplishment will be considered.</li> <li>• Applicants will be compared to schools with similar challenges (or obstacles), location (rural vs. urban), availability of local resources, and student population.</li> </ul>
<b>Creative Environmental Curriculum</b>	<p>To recognize curriculum that:</p> <ul style="list-style-type: none"> <li>• Introduces students, teachers, staff, &amp; administrators to the concepts of sustainability including its social, economic, &amp; environmental relevance.</li> <li>• Strive to instill sense of environmental stewardship in the students through curriculum.</li> </ul>	<p>Up to a total of \$5,000 will be distributed in cash awards to schools, ranging from \$500-5,000. Award allocation will be based on:</p> <ul style="list-style-type: none"> <li>• The quantity of quality applications that meet criteria.</li> <li>• The discretion of the judges.</li> <li>• It is possible for one school to win the whole amount.</li> </ul>	<ul style="list-style-type: none"> <li>• Curriculum educates participants on elements in the five areas of sustainability (resource conservation, biodiversity, toxicity reduction, social harmony, &amp; health &amp; wellness) &amp; provides methods/tools for implementing those elements.</li> <li>• Must be original curriculum.</li> <li>• Meets the four goals identified in the Environmental Education Guidelines for Washington Schools.</li> <li>• Curriculum has links to the EALRs,</li> <li>• Curriculum uses EE as an integrating context for learning. See SEER &lt;<a href="http://www.seer.org">http://www.seer.org</a>&gt; and the EIC model.</li> </ul>



# Terry Husseman Sustainable Schools Awards Program

## Application Cover Page

*Please complete this cover page and submit it with your answers to the Application Questions.*

**Please check one award category only.**

☐ Seed Program
 ☐ Sustainable School Program
 ☐ Environmental Curriculum

<b>School Name:</b>	
<b>School District:</b>	
<b>School Website:</b>	
<b>WA Legislative District No.:</b>	

**Grade Levels:**

☐ Elementary
 ☐ Middle/Junior
 ☐ Junior/Senior
 ☐ Senior
 ☐ K-12

<b>Mailing Address (include City &amp; Zip)</b>			<b>County</b>
<b>Contact Person</b>		<b>Title</b>	
<b>E-mail Address</b>			
<b>Business Phone</b>		<b>Best time to call</b>	
<b>Business Fax</b>			
<b>Signature</b>		<b>Date</b>	

# **Terry Husseman Sustainable Schools Awards Program**

## **Application Questions**

### **Instructions**

- Identify the award category you are applying under.
- Follow the instructions specific to the category you have chosen.
- Answer all of the “General Questions” below as completely as possible.
- Your responses should all fit on three sheets, double-sided, a total of six pages maximum (not including curriculum).
- Top applications will include information specific to the five elements of a sustainable school listed on page 2.
- You may include up to 3 sheets, double-sided of supporting material such as news articles, photographs, charts and/or graphs. Please do not send video tapes.
- Your entire application package for the Seed or Sustainable School Award must not exceed 8 pages double-sided (this DOES not apply to Creative Environmental Curriculum applicants).

### **Category-specific Instructions**

#### **Seed Award Category**

- Please use the Application Budget and Planning templates to submit an action plan, timeline, and budget.
- Under the “Action” column, give each action that must be taken to complete the project.
- Under “Who Will Complete Action,” give the position of the person to complete each action, i.e., teacher, students, custodian.
- Under “Completion Date,” please include the date the action will be completed.
- Under “Cost,” give the cost associated with the action.
- If you need more columns you may add them or make copies of the template.

#### **Sustainable School Award Category**

- Please describe how your school or program is sustainable (use the five elements of a sustainable school found on page 2).
- Please describe how your school measures the success of its program.

#### **Creative Environmental Curriculum Award Category**

- Describe how your curriculum meets the four goals identified in the Environmental Education Guidelines for Washington Schools. Describe how your curriculum links with the Essential Academic Learning Requirements for our state.
- How does your curriculum use environmental education as an integrating context for learning? (See SEER <<http://www.seer.org>> and the EIC model.)
- The actual curriculum materials do not have to meet the above mentioned page limits. Please include four copies of your curriculum.

### **General Questions**

#### **1. Give a brief overview of your school including the following:**

- Describe your school. Please give the student and teacher population and geographic location.
- Give a brief history of your program/curriculum (i.e., barriers you have overcome, previous awards received, setbacks, etc.)
- Give a summary of your sustainable practices, including past programs.

#### **2. Benefits achieved**

- Environmental Benefits – How has your program resulted in positive environmental results? (Refer to the examples in the five elements of a sustainable school.) If applying for the Creative Environmental Curriculum Award, describe how your curriculum provides instruction on the environmental benefits of practicing sustainability.
- What have been the student benefits?
- What have been the community benefits?

#### **3. What barriers or challenges will you face, or have you faced, in designing and implementing your program or curriculum?**

#### **4. Please describe anything else you would like to tell about your school or program that does not fit into the other questions.**

# Terry Husseman Sustainable Schools Awards Program

## Application Budget & Planning Templates

If you are applying for a Seed Award, please complete these templates and submit it with your answers to the Application Questions.

**Applicant:** \_\_\_\_\_

**Award Request is for:** \$ \_\_\_\_\_

**Total budget for sustainability/WRR for the current fiscal or school year** \$ \_\_\_\_\_

### Program Expenses (list all sustainability/WRR expenses)

Item	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
<b>Total Cost</b>	\$ _____

### Program Income (list all sources of income)

Income Source/Item	Anticipated Income Amount
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____

**Budget prepared by:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

### Timeline

Action	Who Will Complete Action	Completion Date	Cost
1. _____	_____	_____	\$ _____
2. _____	_____	_____	\$ _____
3. _____	_____	_____	\$ _____
4. _____	_____	_____	\$ _____
5. _____	_____	_____	\$ _____
6. _____	_____	_____	\$ _____
7. _____	_____	_____	\$ _____
		<b>Total Cost</b>	\$ _____